CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>PW657</u>				
Classification Specification: <u>ENGINEER II</u>				
Salary Range: NR 39 - Management Benefit Level C				
Position Description: Engineer II				
Incumbent:				
Location: Public Works - Engineering/Environmental				

GENERAL PURPOSE:

Under the direction of the Environmental Engineering Supervisor, or designee, design and prepare construction plans for Public Works stormwater, flood management, and critical areas improvement, restoration, and mitigation projects; prepare cost estimates; and provide engineering and technical expertise.

Work is characterized by a variety of professional civil and environmental engineering responsibilities in support of the Environmental Section of the Public Works Engineering Division. Duties include, but are not limited to, designing and/or preparing project plans and specifications; preparing cost estimates; ensuring project designs and construction are in compliance with legal parameters; serving as liaison between the City and consultants; providing technical expertise in the updating and maintenance of City construction standards; maintaining the City's stormwater standards; and investigating and resolving complaints as assigned

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and the supervisor work together to develop deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Design and prepare construction documents for Public Works stormwater, flood management and critical areas improvement, restoration, and mitigation projects in accordance with established standards of safety, efficiency, and cost effectiveness. The incumbent may provide guidance and direction to Engineer I, technical, or administrative staff as needed to accomplish the projects as assigned.

Prepare project plans and specifications, including drafting as needed; analyze

project requirements, physical location, and other pertinent data; prepare engineer's estimate of cost; assure that project designs are in compliance with a variety of state, federal, and city laws, codes, ordinances, and regulations governing construction projects.

Visit construction sites to inspect work progress and coordinate communications with the construction engineer during construction.

Prepare internal and external correspondence as needed, including reports, memorandums, and presentation materials for the City Council and Council Committees.

Determine easement and right-of-way requirements for Public Works projects, including the preparation of plans. Coordinate with the Survey Section for legal descriptions. Obtain title reports and appraisals.

Provide coordination and technical expertise with various federal, state and regional agencies on joint public works projects relating to habitat creation, restoration, or enhancement.

Prepare preliminary scope of work, budgets, and request for proposals (RFPs) on environmental projects; prepare scoring criteria for RFP respondents; and assist in the selection of private consultants used.

Apply for and review grants relating to property acquisition or environmental restoration projects. Work with various agencies and technical staff to complete grant applications and prepare cost estimates and exhibits.

Coordinate with consultants to develop stormwater capital improvement programs; work with management to prioritize corrective measures; communicate priorities with consultants; work with consultants to implement corrective measures; and oversee the consultant's scope of work and budget for contracts.

Provide assistance as needed in the technical review of stormwater plans for the construction of Public Works facilities and private improvements submitted to the City as part of the development process.

Perform detailed and complex engineering studies, designs, and field inspections of hydraulic and hydrologic work and corrective stormwater management systems.

Communicate in person and on the telephone with City personnel, consultants, developers, contractors, other agencies, property owners, and the public to exchange information, resolve conflicts, and assist them by providing technical expertise as needed.

Visit sites and work with staff as needed to perform field work including water quality monitoring and sampling.

Investigate complaints of stormwater problems and make recommendations to

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solve identified problems; and work closely with other Public Works personnel to solve complex stormwater problems.

Provide engineering and technical expertise on stormwater management issues and make recommendations.

Participate in various technical committees, study groups, and taskforces; attend a variety of meetings as necessary; develop and deliver oral presentations including public presentations related to stormwater issues or other assigned projects as required; and represent the Environmental Engineering Section at public meetings as assigned.

Document and update the City's stormwater drainage system maintenance requirements for the City's Public Works Construction Standards.

Provide input into the City's Geographic Information System (GIS) for public and private stormwater drainage and treatment systems.

Provide support on assigned projects and citywide compliance with the requirements of the Endangered Species Act.

Maintain various files and records related to project status and computations; prepare project descriptions and progress reports as requested.

Prepare applications and apply for all permits related to Public Works projects including SEPA checklist, HPA, US Army Corps of Engineers, and Department of Ecology (DOE) permits.

Actively support and promote the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Hydrology, hydraulics, stream flow, and precipitation measurements
- Applicable stormwater regulations, ordinances, codes, construction standards, policies, and procedures
- Washington State Department of Ecology Stormwater Management Manual for Western Washington; City of Kent Construction Standards; City of Kent and King County Surface Water Design Manual; WSDOT Standard Specifications
- Principles, practices, standards, and methods of Civil Engineering
- Design, engineering, and construction of Public Works projects
- Advanced mathematics including calculus, trigonometry, geometry, and algebra
- Surveying principles and techniques including legal descriptions
- Identification of wetland plants, invasive species, animals, and endangered species
- Wetland monitoring to meet agency requirements

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- Preparation of construction drawings and specifications
- Municipal government polices, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet, and technical engineering programs
- Engineering research, analysis, and problem solving methods
- Correct English grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication skills

SKILLED IN:

- Designing Public Works projects in accordance with budget limitations and established safety standards
- Designing storm sewers, water mains, sanitary sewers, streets and sidewalks, and other projects
- Making extensive mathematical computations accurately
- Demonstrating interpersonal skills effectively in tactful, patient, and courteous manner
- Demonstrating effective oral and written communications
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist the diverse assortment of individuals and inquiries

ABILITY TO:

- Analyze, prepare, and review technical engineering plans, drawings, specifications, and estimates for stormwater related projects
- Prepare clear and concise project plans and bid specifications
- Perform stormwater controls and enhancements
- Define problems; collect, analyze, and organize data; establish facts and draw valid conclusions
- Coordinate engineering projects and assist in resolving conflicts with other departments, agencies, and organizations
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain effective working relationship with others
- Work independently with limited supervision
- Plan and organize work to meet schedules and timelines
- Read, analyze, interpret, and explain technical procedures, governmental regulations, engineering plans, drawings, and specifications
- Write reports, business correspondence, and procedure manuals; maintain records
- Effectively present information and respond to questions from groups of managers, contractors, developers, engineers, and the general public
- Use learned knowledge and common sense to interpret and apply an extensive variety of technical instructions in oral, written, mathematical, or diagram form
- Perform project construction inspection as required
- Interpret aerial photography
- Make extensive mathematical and engineering computations accurately

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelors in Civil or Environmental Engineering or related field; and

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Experience: Three (3) years of increasingly responsible experience in environmental

engineering.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the

essential duties listed above

LICENSES AND OTHER REQUIREMENTS:

• Engineer in Training (EIT) Certification is highly desirable

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check;
- successfully complete the City's Defensive Driving Course; and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software such as computer aided drafting, word processing and spreadsheet programs, dry line printer, printing and lettering machines, telephone, facsimile, copier, calculator, digital camera, and projector.

In addition, the incumbent may be required to operate a City vehicle to travel from site to site for investigations or site inspections.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls; frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; occasionally required to lift in excess of 30 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical engineering office environment. While performing the duties of this job, the employee is occasionally required to drive to various locations within the City to review public improvement projects or investigate complaints; is occasionally exposed to outdoor weather conditions; and may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderately quiet. The noise level at construction sites may be from moderate to loud.

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SIGNATURI	ES:			
Incumbent	's Signature	Date	Supervisor's Signature	Date
Approval:				
Departmen	t Director/Designee	Date	Employee Services Director/Desi	ignee Date
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.			

Revised: 10/02/02; 3/6/08